

March 10, 2021
Berlin Industrial Development & Park Authority Meeting
VIA Zoom

Present were: Chair Mike Caron, Vice Chair Peter Higbee, Dave Poirier, Bobby Hill, Paul Robitaille, Dick Huot, and Andre Duchesne

Excused were: Dick Eastman, Roland Olivier, Steve Halle, and Jay Poulin

Others Present: Pamela Laflamme, Community Development Director; Jim Wheeler, City Manager; Barbara Tetreault, Berlin Sun

Call to Order

The meeting was called to order at 6:00 PM.

Vice Chair Higbee read the following statement:

As Vice Chair of the BIDPA board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 646-558-8656, meeting ID 853 6077 1742, Passcode #316030, or by clicking on the City's website, www.berlinnh.gov.

Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board at www.berlinnh.gov.

Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 752-8587 or email at plaflamme@berlinnh.gov.

Adjourning the meeting if the public is unable to access the meeting: In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

A Roll Call was taken:

Chair Mike Caron – Present and alone

Vice Chair Peter Higbee – Present and alone

Dick Huot- Present and alone

Paul Robitaille – Present, wife also in the house

Dave Poirier – Present and alone
Bobby Hill – Present and alone
Andre Duchesne – Present and alone in the room

Approval of February 2021 minutes

Mr. Higbee made a motion to approve the minutes of the February 2021 meeting as presented. Mr. Duchesne seconded the motion. So moved, the motion passed by roll call vote: Caron – aye, Hill – aye, Huot – aye, Higbee – aye, Robitaille – aye, Poirier – aye, Duchesne – aye.

Financial Report for February 2021

Financials were presented & reviewed for January. The new cash balance available to BIDPA is \$1,311,170.60. Questions were asked and answered.

February financials - Mr. Poirier made a motion to approve the financials of January 2021 as presented. Mr. Hill seconded the motion. So moved, the motion passed by roll call vote: Caron – aye, Hill – aye, Huot – aye, Higbee – aye, Robitaille – aye, Poirier – aye, Duchesne – aye.

Economic Development Strategy

Ms. Laflamme shared that ADG Solutions has given a proposal to continue doing work on the Tax Increment Finance District for Route 110 which will move into the work of creation of the actual framework and structure of the district including up to City Council adoption. The cost for this phase of the work is \$5000.00.

Mr. Duchesne made a motion to hire ADG Solutions for Phase II of the TIF District work as presented by Ms. Laflamme. Mr. Hill seconded the motion. So moved, the motion passed by roll call vote: Caron – aye, Hill – aye, Huot – aye, Higbee – aye, Robitaille – aye, Poirier – aye, Duchesne – aye.

Ms. Laflamme then shared with the board that Rob McCarthy of the Melan Group had met with her and Chair Caron to discuss his work with the hotel in Rumford. He had indicated that wasn't going to be available to any consulting but after visiting the area and thinking more about it he decided he was interested in helping the City work through the detail of pursuing a project like he had done with Rumford which is a similar market and similar in demographics. He has reviewed the Feasibility Study from Pinnacle and there are few things he agrees with and few things he thinks need further research. He proposed doing a deeper dive into the financing and looking at the brand and scale of the hotel, etc. After a bit of the discussion and questions from the board, there was agreement the board should move ahead with the work.

Mr. Huot made a motion to hire the Melan Hotel Group for \$9500.00 to do further analysis of the hotel & lodging feasibility work. Mr. Duchesne seconded the motion. So moved, the motion passed by roll call vote: Caron – aye, Hill – aye, Huot – aye, Higbee – aye, Robitaille – aye, Poirier – aye, Duchesne – aye.

Board Succession, Board Composition & Skillsets

The board had a brief discussion on working toward building up board members to take on leadership roles as those in the current leadership roles have been holding those roles for many years. We are still without a treasurer. It was noted we have no treasurer and it has been many months since Mr. Dumoulin resigned. Mr. Higbee also stated it might not be a bad idea to bring

some gender balance to the board. It was agreed that there was definitely room for improvement and work to be done.

Other

None

Member Comments

None

Public Comments

None

Nonpublic Session per RSA 91:A, II(d) Land Matters

None needed

Adjourn

Mr. Hill made a motion to adjourn. Mr. Huot seconded the motion. So moved, the motion passed by roll call vote: Caron – aye, Hill – aye, Huot – aye, Higbee – aye, Robitaille – aye, Poirier – aye, Duchesne - aye.